

# **LIVING WITH WILDLIFE OPERATION PLAN and REQUEST FOR PROPOSALS**

## **Introduction**

Living With Wildlife is a grant program developed by Montana Fish, Wildlife and Parks (FWP) and funded by the Montana Legislature to promote the successful coexistence of people and wildlife in urban and suburban settings. Living With Wildlife will fund projects that emphasize local involvement, partnership approaches, cost sharing, innovation, prevention and proactive solutions to human/wildlife conflicts. Although FWP administers Living With Wildlife, other agencies, local government, non-governmental organizations and private citizens will develop and implement most of the successfully funded projects.

## **Program Purpose and Objectives for the 2012/2013 Biennium**

Living With Wildlife focuses on preventing or solving human/wildlife conflicts in urban and suburban settings. The program's goal is to develop creative, proactive solutions to human-wildlife conflicts by funding well developed and thought-out projects. Communities are encouraged to form working partnerships with FWP to seek out local solutions to sometimes complex situations, including local applied research and management or educational outreach projects that are designed to accomplish the following program objectives:

- Identify and respond to specific Living With Wildlife needs.
- Encourage formation of local partnerships, including cost-sharing through partial funding and in-kind contributions. Appropriate partners may include other agencies, non-governmental organizations, educational institutions, teachers and private citizens.
- Develop and deliver information that helps individuals and local communities understand the consequences of their actions and helps them to make informed decisions and responsible choices.
- Develop information that is applicable to other communities and other areas in Montana.
- Promote personal and local community collaboration in anticipating and preventing wildlife problems or responsibly resolving problems that could not have been prevented.
- Implement preemptive problem solving, (e.g. prevent problems from occurring rather than simply alleviating existing problems that could have been prevented).
- Reduce current demands on other FWP resources for response to situations that are more effectively addressed through Living With Wildlife.
- Make solutions readily accessible to others.

## **Schedule**

1. Release of RFP: May 20, 2011
2. Due date for proposals: June 30, 2011
3. Date for awards: No later than August 15, 2011

### For successful applicants

4. Completion of Grant Contract: No later than September 31, 2011
  - Submit W9 form to facilitate allocation of awarded funds
5. Interim report due on or before: June 1, 2012
6. Final report/product due on or before: June 1, 2013

## **Project Evaluation**

To qualify for Living With Wildlife grant funds, projects must be consistent with the program purpose and objectives. If the number of qualifying projects request funds which exceed the amount of available program funds for the current biennium, proposals will be scored and funds will be awarded according to the ranked order of proposals. Proposals will be evaluated according to the following criteria:

1. Proposal follows grant proposal guidelines and format (0-5 pts).
2. A Living With Wildlife need is identified and demonstrated (0-10 pts).
3. Implementation of project results will be a long-term benefit to the resource (0-10 pts).
4. The proposal incorporates a partnership approach (0-10 pts).
5. The proposal incorporates cost sharing (0-5 pts).
6. The proposal emphasizes preemptive problem solving (0-10 pts).
7. The proposal will provide information and strategies that help people understand the consequences of their actions and, thereby, make informed choices that promote coexistence of people and wildlife (0-10 pts).
8. Results of the project can be applied in other communities and regions of Montana and will benefit other sectors of the public (0-10 pts).
9. Results of the project will alleviate demands on other FWP resources (0-10 pts).
10. The proposal incorporates effective strategies to communicate project results to the public or otherwise improve FWP's information and education program (0-10 pts).
11. The project sponsor demonstrates ability and history of successful project completion (0-5 pts).
12. The project sponsor has received previous LWW grant funding (0-5 pts; fewer points awarded if previous funding has been received but does not eliminate proposal from consideration).

A Living With Wildlife Grant Committee conducts proposal review and selection of successful proposals. Award of grant funds is not based strictly on proposal score and ranking but also on identified needs and priorities.

## LIVING WITH WILDLIFE PROJECT PROPOSAL AND APPLICATION

### Considerations for Project Applicants

- **DUE DATE: June 30, 2011.** Proposals must be received, post-marked, or hand-delivered by 5:00 pm on this date to be eligible for consideration. E-mailed or faxed proposals will not be considered.
- One original and 6 copies of the grant request must be submitted for proposal to be considered.
- Grant requests will be accepted from individuals and teams. Grant requests from teams should describe the intended responsibilities of the respective team members.
- The current funding source is a biennial appropriation. Grant awards generally will cover expenses incurred by the project applicant from the time the award is granted through June 30, 2013.
- All successful applicants shall be required to submit **one interim report** and a **final report**. The interim report should document work accomplished and account for expenditures. In addition, the final report should evaluate lessons learned and discuss broader applications. The proposed project schedule should include reporting dates. Final reports shall be due within 30 days of the project completion date, but no later than June 15, 2013.
- Grant funds will be distributed to successful applicants in two increments. The partial first payment will be made when the grant is awarded. The final payment will be made upon receipt of the final report. Funding may be distributed in two or more increments; typically an initial and final or initial, interim/quarterly, and final as requested by the applicant or if grant total exceeds \$5,000.
- Products that result from projects funded by Living With Wildlife grants shall be the property of FWP and remain in the public domain.
- FWP expects to award up to \$62,944 in grants for FY12/13 projects that are consistent with the purpose and objectives of Living With Wildlife. If an insufficient number of acceptable applications are received to fully allocate available funds, FWP may issue a second call for grant applications in December 2011 or May 2012.
- Completed grant requests should be mailed to:

LIVING WITH WILDLIFE  
Attn: Joe Weigand  
Montana Department of Fish, Wildlife and Parks  
PO Box 200701  
Helena MT 59620-0701

- Please prepare your proposal according to the following format. To facilitate preparation of your application, you may download an electronic copy from <http://fwp.mt.gov/wildthings/livingWithWildlife/grantProposals.html> or request the application form, in Word .doc or .docx format, by sending an e-mail request to [joweigand@mt.gov](mailto:joweigand@mt.gov)

## **Living With Wildlife Project Proposal**

Project Title:

Project Sponsor:

Principal Contact:

Name:

Organization:

Street/PO Box:

City:

Montana

Zipcode:

Telephone: H:

O:

Fax:

E-mail:

Project Partners (names, affiliation, etc.)

This Living With Wildlife proposal will address the following need (please describe in detail):

Project Objectives (please list proposal objectives and explain how each relates to the project need):

Project Methods (please describe methods and strategies to accomplish project objectives, including responsible persons, schedules, interim and final report dates, identification of target audience, procedures for distribution of project results, etc.):

Project Duration:

Total Project Cost:

Living With Wildlife Grant Request:

Other funding sources:

### **Proposed Budget and Justification**

Budget Guidelines: The budget should correspond with the amount of the grant request and reflect project funding through June 30, 2013. The total grant amount per project is not restricted. Although FWP encourages grant requests that do not exceed \$5,000, requests for larger amounts may be considered with adequate justification to support a larger budget. Budgets may include salaries and benefits for project personnel. Budgets also may include costs for special equipment, contract services, technical and clerical support, communications, and travel. All costs must directly relate to the purpose of the Living With Wildlife grant program. Travel costs may not exceed current state rates for mileage (\$0.51/mile), per diem (\$23.00/day) and lodging (\$77.00 plus tax/night). Indirect costs are not permissible.

1. Personnel
  - a) Salary
  - b) Benefits
2. Travel
3. Supplies and Materials (please itemize by category)
4. Contracts for Services
5. Equipment (please itemize purchases over \$500, including specific descriptions, intended applications, and proposed disposition upon completion of the project)
6. Communications
7. Other
8. Total Costs
9. Matching funds and in-kind contributions
10. Total Project Cost

### **Budget Justification**

Please submit an itemized budget, including a description of the in-kind contributions and funding commitments that will be provided by the project sponsor and each of the project partners, with your project proposal.

### **Contractor Qualifications**

For key project personnel, please attach a brief summary or resume that describes current position and relevant education and experience.

### **Clearance**

Please attach a letter of project endorsement from the sponsoring organization and each of the partner organizations. Letters of support from local FWP personnel are strongly encouraged.

*Please attach proof of Workers Compensation Insurance – Necessary for all projects that require work that could result in work place injury.*